SHORELINE CITY COUNCIL

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Deputy Mayor

Susan Chang

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Submitting Revisions for Permits Electronically

You can now apply upload permit files to the City's portal. Please carefully read the following instructions before attempting an upload.

1. Prepare your submittal materials. For a list of submittal materials for different permit types please see our webpage:
    https://www.shorelinewa.gov/government/departments/planning-community-development/forms-application-checklists-application-handouts/permit-checklists-application-packets
    a. Each submittal item should be 1 document. For example, if the construction documents consist of 5 sheets, combine the 5 sheets into 1 document
    b. The file name for each item shall match the name of the item on the checklist followed by an underscore and the version number.
        i.   Initial submittals will all have version number 00 (Site Plan_00)
        ii. First revisions will have version number 01 (Site Plan_01)
        iii. Second revisions will have version number 02 and so on (Site Plan_02)
    c. All forms and plans must be in Portable Document Format (PDF):
        i.   All pdfs shall be plotted or printed to pdf, not scans of an image
        ii. All pdf plans shall be plotted to scale. Refer to the checklist for minimum scale requirements
        iii. All pdfs shall be flattened and unlocked to allow for document processing and mark up

2. Go to https://filerequestpro.com/up/CityofShoreline.

3. Enter the access code provided to you by Permit Services or in your comment letter.

4. For each permit add the permit number (for example ROW20-1234) and upload the revised materials for that permit.
    a. Do not combine uploads for multiple permits. If you have multiple permits, then you will need to do separate uploads for each permit.

5. Please notify your project PM that you finished the upload. If you don't know who the PM is, you can check the permit in our online permitting system (https://services.shorelinewa.gov/etrakit/), or you can check to see who sent you the comment letter.

6. If you started the permitting process using paper, then paper revisions are still required. The electronic submittal will help staff complete their reviews more efficiently, but your official permit record is based on your paper submittals.